



Environmental Protection Agency

Vacancy Listing Report

Vacancy Number: Reg 9-MP-2006-0027

Vacancy Description: Property/Sec/Facility Spec, GS-301-11 (Temp Promotion)

Vac/Duty Loc 1: 1, San Francisco County, CA

Vac/Duty Loc 2:

Vac/Duty Loc 3:

Series/Grade: GS-0301-11/11

Hiring Agency: Environmental Protection Agency

Contact Information: acquisti.heidi@epa.gov, 415-972-3836, acquisti.heidi@epa.gov

Promotion Potential: GS-11

Date Opened: 1/17/06

Date Closed: 1/27/06

Salary: 59436 - 77271

Information:

This is a temporary promotion not-to-exceed one year. The promotion may be extended, terminated, or made permanent without further competition.

WHO MAY APPLY:

Current permanent EPA Region 9, Policy and Management Division employees.

LOCATION OF POSITION:

Policy and Management Division, Facilities Office, San Francisco, California

DESCRIPTION OF WORK AT THE GS-11 LEVEL:

This position encompasses one or more duties in the 3 following major areas: Property, Facilities, and/or Security.

Personal Property Management

Plans, coordinates and directs the regional personal property management, supply management and general support services, including development of policy, the issuance of directives and technical assistance to the regions field activities.

Consults, advises and instructs regional contracting officers and grant officers in the areas of contract and grant property administration. Provides necessary guidance to ensure that the agency's assets are controlled in accordance with applicable laws and regulations.

Reviews, evaluates, develops, and implements personal property management policies, systems and procedures for the accountable area.

Reviews and evaluates property management activities. Identifying weaknesses in property administration. Ensures proper utilization, care and disposal of agency assets, including the identification of excess property. Recommends and implements constructive and reasonable measures for strengthening overall property management matters within the accountable area, and conducts periodic reviews.



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Represents the region at meetings and conferences with staff offices of the agency, GSA and other government and state agencies on matters pertaining to personal property management, supply management, and motor vehicle management. Also, represents the region on audits of these programs. Briefs supervisor on all new changes in policies and procedures and recommends changes in regional policies and procedures in order to comply with new directives.

Approves all regional requisitions. Screens and analyzes requisition for compliance with all GSA and Agency regulations covering certifications, justifications, and availability of requested items from on-hand stock, EPA or GSA stock, Federal Supply Schedule or commercial sources.

In the case of lost, stolen, or damaged to government property, makes recommendation to the region's Board of Survey of the financial liability of the employee due to possible gross negligence.

Facilities

Coordinates, plans, schedules, and supervises new construction, alterations, repairs, and modifications to any and all facilities space in EPA region 9. Responsible for providing services to clients assuring the provision of adequate office facilities; including advice in the specialized areas of lease and contract enforcement, air conditioning/heating system, elevators and other technical building operations and maintenance support.

Evaluates current utilization of space and develops proposals to improve distribution of space. Considers workflow problems, reporting relationships, special needs (equipment etc.) and projected needs.

Security

Controls the issuance of access cards, keys and proper clearance codes. Maintains the security access base, generates reports for regional managers who have appropriate clearances. Resolves issues influencing the security system. Monitors system effectiveness and recommends policy and hardware changes to improve the security system.

PROMOTION POTENTIAL:

The highest grade (full performance level) of this position is GS-11.

QUALIFICATION REQUIREMENTS

Applicants must meet the specialized experience requirements, including any selective placement factor(s), described in this announcement and U.S. Office of Personnel Management's Operating Manual for Qualifications Standards (www.opm.gov/qualifications/index.htm). Federal employee applicants must



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also meet all applicable eligibility requirements (e.g. time-in-grade and time-after competitive appointment requirements) within 30 calendar days of the closing date of this announcement. Part-time experience is prorated in crediting experience (e.g., if you work 20 hours per week for 12-months period you will be credited with 6 months of experience).

GS-11: Minimum qualifying experience is one year of experience performing property and facilities management duties equivalent to the GS-9 level. At this level, the incumbent demonstrates professional knowledge of regional property and supply programs in order to review, evaluate, develop and implement property management policies, systems and procedures.

EVALUATION CRITERIA:

Applicants who meet the qualification requirements will be further evaluated on their responses to the on-line announcement questions. Applicants will be rated on the extent and quality of experience, education, and training relevant to the duties of the position. Eligible applicants will receive a numerical rating based on their responses to the application questions for this position submitted online via EZHire@EPA. These responses must be substantiated by your online resume. Applicants who do not respond to the application questions may be rated ineligible.

Note: EZhire will assign a tentative rating based on your response to the application assessment questions. This tentative rating is subject to change once your application package (including your response to the applicant assessment questions) is reviewed by a Human Resources Specialist.

WARNING:

Your answers will be verified against information provided in your on-line resume. Be sure that your resume clearly supports your responses to all the questions addressing experience and education relevant to this position. If you exaggerate or falsify your experience and/or education, you may be removed from employment consideration. You should make a fair and accurate assessment of your qualifications.

HOW TO APPLY FOR THIS VACANCY ANNOUNCEMENT: Please follow directions for paragraphs 1, 2 and A.

1. Resume and application questions for this vacancy MUST be received on-line via the www.epa.gov/ezhire web site BEFORE midnight Eastern Standard Time (EST) on the closing date of this announcement. If you fail to submit a COMPLETE online resume, you WILL NOT be considered for this position. U.S. Office of Personnel Management (OPM) pamphlet (OF-510) Applying for a Federal Job explains what information your resume must contain in order for your resume to be considered complete. You may view OF-510 Applying for a Federal Job from the OPM web site at www.opm.gov/forms/html/of.asp. Paper applications WILL NOT be accepted and requests for extensions



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WILL NOT be granted. If applying online poses a hardship to any applicant, the servicing Human Resources Office listed on the announcement will provide assistance to ensure that applications are submitted online by the closing date. Applicants MUST CONTACT the servicing Human Resources Office PRIOR TO THE CLOSING DATE to speak to someone who can provide assistance for online submission. If you have accessed this announcement from an alternate web site please visit www.epa.gov/ezhire to apply for this position.

2. Submit all required supplemental application materials by the closing date of the announcement (including Saturdays, Sundays, or government holidays). Supplemental application materials must be sent to either the contact address or fax number identified below and must include your name and the announcement number for which applying. Any materials received after the closing date of the announcement will not be accepted. Failure to clearly mark each document with your name and announcement number may result in your application not being accepted for employment consideration. Failure to submit supplemental information will result in an ineligible rating.

Supplemental application materials may include one or more of the following:

Foreign Education: If you are substituting education for experience and your education was completed in a Foreign Academic Institute, applicants must have their foreign education certified by an accredited American Academic Institute or private credentials evaluation service. Reference: www.opm.gov/qualifications/Sec-II/s2-e4.htm#e4a (Mandatory, if applicable - Failure to submit by the closing date will result in an ineligible rating.)

ADDITIONAL APPLICATION INSTRUCTIONS

Please include your name and the announcement number on each page of your documentation to ensure proper processing of your application. Supplemental materials not properly labeled or received after the closing date will not be considered.

Please do not submit any additional documentation which has not been requested in this announcement. For example, do not submit copies of resume, performance appraisals, awards, training certificates, writing samples, or any other non-requested materials.

FAX NUMBER: 415-947-8024

MAILING ADDRESS:

U.S. Environmental Protection Agency, Region 9
Human Resources Office, PMD-12



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75 Hawthorne Street
San Francisco, CA 94105

WHERE TO OBTAIN MORE INFORMATION

You may contact the nearest U.S. OPM Federal Employment Information Center (FEIC) listed in the white pages of the phone book under "U.S. Government Offices." In San Francisco, please call (415) 744-JOBS (5627) or you may search www.usajobs.opm.gov. You may also call our office at (415) 972-3817

REASONABLE ACCOMMODATION

EPA provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Agency. The decision on granting reasonable accommodation will be made on a case-by-case basis.

EQUAL EMPLOYMENT OPPORTUNITY

EPA is an equal opportunity employer. Selection for this position will be based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status or other differences.

APPLICANTS MUST BE U. S. CITIZENS OR RESIDENTS OF AMERICAN SAMOA OR SWAINS ISLAND.